



State Workforce Development Board Guidance ETPL Registered Apprenticeship Programs

Effective Date: November 1, 2022

Expiration Date: Automatic Renewal Process

Purpose

To provide updated information and guidance on provisions for Registered Apprenticeship Programs (RAPs) in WIOA, including automatic eligibility of RAPs on the statewide Eligible Training Provider List (ETPL).

Scope

- American Job Center Partners
- Fiscal Agent
- Local Workforce Development Board
- One-Stop Operator
- State Workforce Development Board
- Workforce Innovation and Opportunity Act Core Partners

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1. Registered Apprenticeship Program & National Program RAPs Defined

1.1 Registered Apprenticeship Programs

RAPs must include these five core components:

- Direct business involvement, On-the-job training (OJT), Related instruction, Rewards for skill gains, and a National occupational credential.¹

Authorities registering programs include:

- US DOL Office of Apprenticeship and/or the State of Tennessee, Apprenticeship TN, using Federal and State Standards

Must have a RAP location currently in operation in TN to be included on the statewide ETPL.

1.2 National Programs RAPs

National Program RAPs must include these five core components:

¹ TEGL 13-16 & 29 CFR Part 29

- Direct business involvement, On-the-job training (OJT), Related instruction, Rewards for skill gains, and a National occupational credential.²

Authorities registering programs include:

- Employment and Training Administration's Office of Apprenticeship National Office, using a set of National Program Standards

Must have a RAP location currently in operation in TN to be included on the statewide ETPL.

2. RAPs must Opt-In to ETPL Lists

2.1 Automatic Eligibility & Opting In

Registered Apprenticeship program sponsors are automatically eligible for placement on the statewide ETPL. The TN Office of Apprenticeship informs RAP sponsors of their automatic eligibility for the ETPL and encourages interested program sponsors to opt-in by contacting WFS.ETPL@tn.gov.

2.2 Verification

TN Office of Apprenticeship will verify the status of all RAPs, including National Program RAPs, that opt-in to the statewide ETPL. TN Office of Apprenticeship will forward a copy of the Sponsorship Intake Form and Standards of each interested program sponsor allowing State ETPL staff to confirm the accuracy of the information.³

2.3 Review

RAPs are not subject to review by State ETPL staff or Local Workforce Development Boards to be approved for the statewide ETPL. RAPs are automatically eligible and always provide training in an in-demand occupation.⁴

2.4 Duration

Registered Apprenticeships will remain on the list until:

- The RAP notifies the State that it no longer wants to be included on the list by contacting WFS.ETPL@tn.gov
- The program is deregistered under the National Apprenticeship Act
- The program is determined to have intentionally supplied inaccurate information
- A determination is made that the RAP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.⁵

²TEGL 13-16

³TEGL 13-16

⁴This statement refers to the initial and continued eligibility review process conducted by LWDBs for training providers seeking ETPL approval and renewal. No review processes will be instituted as RAPs and National Program RAPs are automatically eligible for the statewide ETPL.

⁵TEGL 8-19, I-4.

2.5 Local Lists

All RAPs on the statewide ETP list must also be included on all local ETP lists where they exist. RAPs will not be subject to additional local eligibility criteria required by other local training providers.

3. Information Needed for Inclusion on the ETPL

3.1 Submitting Program Information

RAPs that consent to be included on the statewide ETPL must submit program information to State ETPL staff at WFS.ETPL@tn.gov. Program information must include:

- Occupations included within the RAP
- Name, address, and contact information of the RAP sponsor
- Name and address of the Related Technical Instruction provider (location of the instruction if different from the program sponsor's address)
- Method and length of instruction
- Number of active apprentices⁶

RAPs may be required to provide additional information about their education provider if they do not provide the related technical instruction portion of the RAP as outlined above.⁷

4. Steps for Adding Registered Apprenticeship Program Sponsors to the ETPL

4.1 Form/Application Submission

Upon completion of a program sponsor's certification, Apprenticeship TN will alert State ETPL staff of a RAP's interest in opting-in to the ETPL by notifying WFL.ETPL@tn.gov. Apprenticeship TN will include the Sponsorship Intake Form and Standards with the notification. State ETPL staff will contact the program sponsor within 10 business days of receiving an opt-in notification.

4.2 Placement on the ETPL

State ETPL staff will work one-on-one with RAP program sponsors to ensure they are included on the statewide ETP list.

⁶ TEGL 8-19, I-4.

⁷ TEGL 13-16, 8.

5. Review of Registered Apprenticeship ETP Status

5.1 Biennial Status Review

State ETPL staff will work with TN Office of Apprenticeship to verify the status of RAPs at least every two years to ensure that they remain certified and remove any apprenticeship program from the ETPL that is no longer registered.⁸

6. ETPL Reporting Requirements for Registered Apprenticeship

6.1 Reporting Requirements

Registered Apprenticeship programs that are part of the State list of ETPs are not subject to the same information reporting requirements as other training programs under WIOA, including the requirements for annual ETP reporting under Section 116.

7. Pre-Apprenticeship

7.1 Eligibility & Reporting

Pre-apprenticeship programs do not have the same automatic ETP status under WIOA as do Registered Apprenticeship programs.⁹ Pre-apprenticeship training programs seeking ETP status are required to go through the same vetting process and performance reporting requirements as all other training providers in TN

8. Contact

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.



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⁸ TEGL 13-16, 8 & Section 680.460(j).

⁹ WIOA Regulations, Section 680.470(f)